



# memorandum

*Science and Technology Base Programs*

*To/MS:* Master Management  
*Thru/MS:* J. Porter, STB-UC, M701  
*From/MS:* Mary Anne With, STB-UC, M701  
*Phone/Fax:* 5-5306/5-3199  
*Symbol:* STB-UC:03-Call 2/03  
*Date:* December 6, 2002

## Call for Postdoctoral Candidate Packages

The Postdoctoral Program provides an opportunity for appointees to enhance the scientific and technical vitality of the Laboratory by sharing new ideas and approaches and by challenging colleagues to work at the cutting edge of science and technology. The Postdoctoral Program is also an excellent avenue for attracting highly qualified minority and female applicants. Laboratory staff/management are encouraged to actively recruit these diversity candidates.

You are invited to sponsor a candidate for a Postdoctoral appointment. Please submit the required documentation outlined in Attachment A for review by your assigned Postdoctoral committee representative by **January 15, 2003**. Sponsors/PIs will find the Postdoctoral Program Rules and Guidelines located at <http://www.hr.lanl.gov/postdoc>. Packages will not be accepted without the assigned or an alternate committee member's signature and the required Division Director's signature. Complete packages are due to the **Postdoctoral Program Office, located at Canyon School, by 5 p.m., January 21, 2003**.

The Postdoctoral committee will review all sponsored Postdoctoral candidates being considered for a regular Postdoctoral Fellow appointment or Postdoctoral Research Associate appointment. The Postdoctoral Committee meeting schedule can be accessed at <http://www.hr.lanl.gov/hrstaffing/Postdoc/meetingschedule.stm>. Candidates approved for a regular Postdoctoral Fellow appointment must accept or decline their formal offers by April 8, 2003. All Postdoctoral candidates approved in the February meeting must report to work by November 2003.

It is the sponsor's/PI's responsibility to ensure that each package contains the appropriate information in the correct order and is submitted by the deadline. Late or incomplete packages will not be considered for a Postdoctoral Fellow appointment during this quarterly selection process, but the sponsor/PI has the option to submit the package by the deadlines for the next quarterly meeting in May 2003. Postdoctoral packages for programmatically funded Postdoctoral Research Associate positions may be submitted for review throughout the year, as well as at the quarterly meetings. The package requirements are the same for all sponsored postdoctoral candidates.

For inquiries regarding the Postdoctoral Program, please contact Mary Anne With at 5-5306. For specific questions regarding the on-line system, call Claire Mizne or Lennett Rendon at 7-1235. Questions regarding qualifications of candidates or exceptions should be addressed to the Postdoctoral Committee member representing your division, listed in Attachment B.

### **Attachments:**

- A. Postdoctoral Package Requirements
- B. Postdoctoral Committee Members

# **Postdoctoral Package Requirements**

*The information contained in the postdoctoral package is personal information and must be treated in accordance with University of California legal requirements and applicable state and federal privacy laws.*

The items below reference documents that are required for a complete Postdoctoral Package, and must be in the order listed. A number of the documents must be prepared and submitted on-line at <http://montecarlo.lanl.gov>. The items referenced with an \* need to be completed on-line but not submitted as part of the hard copy Postdoctoral Package. Hard copies for most of the electronic documents must be downloaded, printed and compiled with the non-electronic documents (transcript, resume, etc) in the order indicated below, and then submitted to the Postdoctoral Program office for the application to be considered. Guidance for preparing an effective package and detailed instructions are available at the web site referenced above. **Specific questions regarding the on-line submission system can be answered by calling Claire Mizne or Lennett Rendon at 7-1235.**

**Getting Started:** To begin, log in at <http://montecarlo.lanl.gov> using your token card. Under “New Projects” on your left, click **Post Doc**. Enter your project title. **IMPORTANT**—the title should be about the project’s science, NOT the post doc’s name. Select your categories and hit **Save**. Proceed to fill out the following:

1. Postdoctoral Candidate Summary Form (all applicants) - *completed on-line—hard copy needed*  
The Postdoctoral Candidate Summary Form highlights data on the candidate such as Laboratory sponsor/PI and sponsoring organization(s), schools attended and GPAs, proposed research subject, anticipated start date, etc. **This can only be downloaded after completing all steps for the whole package and submitting.**
  2. Postdoctoral Candidate Nomination Memo (all applicants) - *uploaded on-line—hard copy needed--1 page only*  
In memo form and uploaded as MS Word or Adobe PDF document to provide an overview of the candidate, highlighting important aspects of their qualifications, both academic and scientific.
  3. Candidate Research Proposal (all candidates) - *uploaded on line—hard copy needed--1 page only*  
Written by the Postdoctoral candidate and uploaded (by the sponsor/PI) in MS Word or Adobe PDF.
  4. Personal Demographic Data Form (recommended but not required) - *download and have candidate complete – hard copy needed*  
Even though this is a voluntary form, we strongly encourage the sponsor/PI to have their candidates complete it. It provides the opportunity to gather demographic data on the candidate.
- \* Safety & Security Questions Form (all applicants) - *on-line only - NO hard copy*  
Completed by the sponsor/PI as part of the description of the project/work that the postdoc will do. This form will remain on the database.
- \* Postdoctoral Fellowship Appointment Application (only required to be completed for candidates being considered for a Postdoctoral Fellow appointment)— *on-line only - NO hard copy*.  
The LDRD program office funds all Postdoctoral Fellow projects (known as the PRD component) and are subject to the same laws and DOE requirements as regular LDRD projects. This on line form is the same as the datasheet submission for an LDRD project and must be completed by the sponsor/PI. The information should describe the project, not the candidate. The questions in this section are a Congressional requirement.

*\*Do not include a copy hard copy in the application package.*

## **Postdoctoral Package Requirements**

5. Three external letters of recommendation (all applicants) - *hard copy only*  
For those candidates who have completed a significant amount of their doctoral research at the Laboratory, one additional letter from an internal staff member may be included.
6. Official undergraduate and graduate transcripts (all applicants) - *hard copies only*  
Copies or faxed copies acceptable of the transcripts are acceptable. If degree has been completed, transcripts must reflect degree date.
7. Resume, including publications listing (all applicants) - *hard copies only*

Prior to making copies, remove the completed Personal Demographic Data Form from the original package

Copies must be double-sided -Verify that all copies are complete and in proper order

After copying, return the completed personal demographic data form to the original package

Submit original plus 7 double-sided copies of the Postdoctoral Package to:

**Postdoctoral Program Office  
Canyon School – Room 142**

*Drop off box located inside the main doors on the south side of the building  
Or*

*bring directly to the Postdoctoral Program Office.*

**By 5:00 p.m., January 21, 2003**

**Laboratory Postdoctoral Committee**

<b>Committee Member</b>	<b>Organization</b>	<b>Representing Organizations</b>	<b>Phone</b>	<b>Email</b>
Francis J. Alexander	CCS-3	CCS, CCN	5-4518	fja@lanl.gov
Chuck Bathke	D-3	D	7-7214	bathke@lanl.gov
Dana Berkeland	P-21	P-21, 23, 25	5-9148	djb@lanl.gov
Jerry Brackbill	T-3	T-3, 6, 7, 13, 14, 15	7-8811	jub@lanl.gov
Paul Bradley	X-2	X	7-8999	pbradley@lanl.gov
Tony Burrell	C-SIC	C-INC, ACT, SIC	7-9342	burrell@lanl.gov
Harry A. Crissman	B-2	B	7-2791	hacrissman@lanl.gov
Scott Doebling	ESA-WR	ESA	7-6950	doebling@lanl.gov
Donald Hickmott	EES-6	EES	7-8753	dhickmott@lanl.gov
Tom Intrator	P-24	P-22, 24	5-2927	intrator@lanl.gov
Quanxi Jia	MST-STC	MST-10, 11, MISL, NHMFL, STC	7-2716	qxjia@lanl.gov
Jaroslav Majewski	LANSC-12	LANSC-12	7-8840	jarek@lanl.gov
Hanna Makaruk	RRES-AT	RRES	7- 0035	hanna_m@lanl.gov
Michael Nastasti *	MST-8	MST-6, 7, 8	7-7007	nasty@lanl.gov
Kim Rasmussen	T-12	T-1, 4, 8, 10,11,12,16,T-DOT, T- CNLS	5-3851	kor@lanl.gov
Paul Rightley	DX-3	DX	7-0460	pright@lanl.gov
Dane Spearing **	NMT-11	NMT	5-1465	dane@lanl.gov
David Suszcynsky	NIS-1	NIS	5-3119	dsuszcynsky@lanl.gov
Chuck Wilkerson	C-ADI	C-ADI, PCS, ACS, AAC	7-5966	cww@lanl.gov

\* Committee Chair

\*\* Committee Vice Chair



## PERSONAL DEMOGRAPHIC DATA

**Attachment C**

HR Postdoc Office  
Mail Stop P290  
Los Alamos, New Mexico 87545

**Name** (Last, First, Middle) \_\_\_\_\_

Los Alamos National Laboratory is asking all applicants for employment to complete this form in order to comply with Federal Affirmative Action and Equal Employment Opportunity requirements. Data collected will be used for statistical purposes and to measure effectiveness of recruitment efforts. This information is being requested on a voluntary basis. No adverse consequences will affect you, should you choose not to provide this information. Information regarding access to Laboratory records, which contain personal information about you may be obtained by contacting the Information Practices Office at the Laboratory.

**Instructions:** Please identify the appropriate race or ethnic category, veteran, disability status, gender, Social Security Number and birth date by marking or filling in the appropriate boxes. If two or more ethnic categories are applicable, choose the one category with which you most closely identify.

### Racial or Ethnic Category

<input type="checkbox"/>	<b>White</b> <i>Not of Hispanic Origin</i>	A person having origins in any of the peoples of Europe, North Africa, or the Middle East
<input type="checkbox"/>	<b>Hispanic</b>	A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race
<input type="checkbox"/>	<b>American Indian or Alaskan Native</b>	A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition
<input type="checkbox"/>	<b>Asian or Pacific Islander</b>	A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands
<input type="checkbox"/>	<b>Black</b> <i>Not of Hispanic Origin</i>	A person having origins in any of the Black racial groups of Africa

### Veteran Information

<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>	<b>Are you a veteran of the Vietnam era?</b>	Served on active duty for a period of more than 180 days--any part of which occurred between August 5, 1964 & May 7, 1973
--	---------------------------------------	--	---

### Disability Information

<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>	<b>Are you a special disabled veteran?</b>	10% or more disability rating with a serious employment disability.	
<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>	<b>Are you disabled?</b>	If you are disabled, it would assist us if you would tell us the accommodations we might make, that would enable you to perform job requirements properly and safely. Please specify your disability.	
<b>Are you a U.S. Citizen?</b>			<b>Are you a Permanent Resident Alien?</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Gender</b>		<b>Social Security Number</b>	<b>Date of Birth</b>	
<input type="checkbox"/> Male <input type="checkbox"/> Female				

**Date**

**Signature**